



SAN DIEGO SUPERIOR COURT
SUPPLEMENTAL APPLICATION FORM

COURT ADMINISTRATIVE CLERK I

EXAMINATION NO. 07-013

LAST NAME: _____ FIRST NAME: _____

SOCIAL SECURITY NUMBER: _____ -- _____ -- _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

NOTE: Before completing this application, read the job summary and the requirements stated on the job announcement. If you do not meet these requirements, **DO NOT APPLY.**

This information will be used to determine your eligibility to compete, and will be evaluated in the examination process. Complete this supplemental application form carefully and entirely. Wherever specific information has been requested, it **MUST** be stated. Your responses to Sections 1 through 6 must be printed in ink or typed on 8-1/2" x 11" sheets of paper and attached to this form. Your responses to all sections should be no more than three pages (total) in length. Sections not applicable to your particular qualifications should be marked "N/A" to indicate they have not been overlooked. **In each of your responses please indicate for which employer you performed these duties, your job title, and the length of time you performed these duties.** On each sheet of paper write your name, position title and examination number listed above.

Do **NOT** make statements such as "Refer to résumé or application." You may attach a résumé, but you still must complete all sections of this Supplemental Application Form in order to receive consideration.

Incomplete or illegible forms may be the basis for disqualification, so please provide complete and legible information.

Court Administrative Clerk I

Examination No. 07-013

Last Name

First

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- Section 1.** Do you have experience with fund disbursement activities such as accounts payable, purchasing, payroll, etc.? If yes, describe what your primary functions or duties were and if you used a manual or automated system (if automated what type of program).
- Section 2.** Do you have experience with fund collection activities such as accounts receivable, cashiering, billing, collections, etc.? If yes, describe your verification/reconciliation and overall responsibilities.
- Section 3.** Do you have experience preparing and/or writing business letters, correspondence, memos, financial and/or statistical reports, and budget documents and/or formal reports? If yes, describe your experience and list the different types of documents you were responsible for preparing.
- Section 4.** Do you have experience creating, using and maintaining computerized databases? If yes, describe the different types of databases (Access, human resources and/or financial information systems, company mainframes, etc.), and what they were used for.
- Section 5.** Do you have experience dealing with and/or handling irate customers/clients in your daily work environment? If yes, describe the types of problems you handled (i.e., explaining policies and procedures, tracking down missing documents such as payments to vendors, discrepancies in employee paychecks, etc.), and types of customers/clients (public, co-workers, employees, vendors, etc.) you dealt with.
- Section 6.** Do you have experience working with personnel/payroll processes such as employee background checks, employee benefits and files/records, payroll claims and/or automated payroll systems, timesheets, personnel policies/procedures, tracking applicants and/or employees? If yes, describe your experience in which areas you have experience and what your primary functions or duties were.

NOTE: Remember your responses to the above questions must include which employer you performed these duties for, your job title, and the length of time you performed these duties.